

# **NORTHSHORE FIRE DEPARTMENT**

## **JOB DESCRIPTION**

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<b>Title:</b>	Fire Marshal	<b>Number:</b>	2430-A8
<b>Division:</b>	Fire Prevention	<b>Effective Date:</b>	July 9, 2013
<b>FLSA Class:</b>	Exempt	<b>Approved By:</b>	Chief Torpin

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### **JOB DESCRIPTION SUMMARY**

The Fire Marshal directly oversees and manages fire prevention activities conducted by the District, including fire investigations, plan review process, community education, fire code inspection / enforcement, permit issuance, training of District employees in the relevant areas of fire prevention, and is responsible for the overall administration of the Fire Prevention Division's programs and services; Serves as District liaison to the cities of Kenmore and Lake Forest Park, working closely with them to meet their community development and code enforcement mandates; Coordinates and collaborates with fire districts, fire departments and fire agencies regarding fire code development, adoption of standards and fire code enforcement; advocates for fire service issues.

The Fire Marshall reports to the Fire Chief and keeps the Fire Chief informed of all functions and important matters concerning fire prevention activities. The position also supervises personnel assigned to Fire Prevention. The majority of work is performed in an office environment with trips to locations in the surrounding community for the purpose of performing inspections, investigating fires and emergency scenes, and speaking before community groups.

### **ESSENTIAL FUNCTIONS**

*Essential functions will vary according to the work environment and may include, but are not limited to, the following:*

Develop, implement, and oversee a comprehensive Fire Prevention Division and associated community risk reduction programs. Evaluate Fire Prevention Division activities and goals on a regular basis and make adjustments as appropriate. Coordinate the fire prevention activities with other programs of the District and engine companies.

Directly supervise and evaluate assigned employees by applying District policies and procedures. Provide assistance and direct assigned employees on daily tasks and assignments. Maintain discipline through administration of District policies and procedures, including issuing discipline to the level authorized in policy, and make effective recommendations to the Fire Chief on other related personnel actions.

Oversee and review annual inspection program. Interpret codes and mitigate solutions for Fire Prevention and Suppression personnel and building/business owners.

Develop, implement and conduct procedural methods and practices for reviewing plans, conducting inspections and investigating fire loss incidents.

Conduct field inspections of construction projects and inspect buildings and facilities as necessary. Evaluate and enforce existing fire safety conditions and Federal, State and local codes applicable to fire safety.

Assist in the development and implementation of District policies, goals, objectives and priorities and recommend policy, procedure and ordinance revisions as necessary.

Prepare and administer Fire Prevention budget, based on goals and objectives of Fire Prevention Division and the District.

Make presentations before the Board of Fire Commissioners, city councils, commissions, boards and committees on fire prevention matters, as necessary.

Meet with and assist architects, engineers, contractors and others involved in development and construction activities where fire codes, ordinances or standards may affect such activities.

Provide fire prevention content training to District personnel.

Conduct and oversee emergency scene and fire investigations, determine cause and origin, and coordinate activities with law enforcement.

Maintain complete and permanent records of all Fire Prevention Division activities including: public education contacts, inspections made, conditions corrected, citizen complaints, special hazards, the cause of fires occurring within the District, the owner and occupant of the property involved, and loss of such property and other information considered necessary.

Submit monthly and annual reports to the Fire Chief summarizing fire prevention activities.

Attend regional and state meetings of related agencies, and other relevant meetings/ conferences to maintain current knowledge of regional affairs, with impact to Fire Prevention activities. Stay current with code interpretations, fire investigation and public education programs/techniques.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Principles, methods and practices of modern fire prevention management, fire suppression activities and investigation techniques;
- Pertinent Federal, State, and local laws, codes and regulations;
- Hazardous materials, associated properties of those materials, and the ability to apply applicable codes regulating those materials;
- Principles and practices of personnel management including training, performance evaluation, and conflict management;
- Fire investigation procedures;
- Budget preparation and administration;
- Current computer applications utilized by the District and utilize applications to perform and complete tasks and/or requirements of the job and ability to learn and apply new technologies and skills;
- Business letter writing, basic report preparation, and principles and procedures of record keeping;
- Modern office procedures, methods and equipment.

### **Skill in:**

- Effectively handle difficult or sensitive issues, using professionalism and an understanding of organizational culture;
- Using interpersonal skills in a tactful, patient and courteous manner;
- Strong problem solving skills including anticipating, analyzing, diagnosing and resolving problems;
- Using initiative and independent judgment within established guidelines;

- Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups.

**Ability to:**

- Evaluate programs, policies and procedures, analyze Fire Prevention Division activities and take effective action to improve Fire Prevention division operations or resolve problems;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, codes, adopted ordinances and safety rules;
- Perform under considerable stress while confronted with emergency situations related to the job of a Fire Marshal;
- Plan, assign, supervise, and review the work of assigned employee(s);
- Maintain confidentiality;
- Maintain and establish effective and cooperative working relationships with District employees, public and public officials and to work effectively in a team environment;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Conduct oneself in a professional manner as defined by District policy;
- Learn and possess working knowledge of geography and street locations of District response areas;
- Communicate in English clearly, concisely, and effectively, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**SUPERVISORY RESPONSIBILITIES**

This position supervises assigned employees; provides technical support to operations personnel regarding code compliance matters; directs operations personnel during an incident's investigation phase.

**EDUCATION/EXPERIENCE**

2 years of college level course work in Fire Science, Public Administration or related field AND 10 years of progressive experience in fire service with at least 5 years of experience in fire prevention involving fire investigation, code enforcement, public education, instructional techniques and methodology OR equivalent education/experience. Supervisory experience is preferred.

**CERTIFICATES AND LICENSES**

- A valid Washington State Driver's License is required.
- International Code Council or IFSAC Fire Inspector I & II certifications are required.
- International Code Council Fire Plans Examiner certification or equivalent education/experience is required.
- IFSAC or IAAI Fire Investigator certification is required.
- NIMS certifications (as determined by the Fire Chief) are required within 90 days of hire.
- IFSAC Fire Instructor I certification is preferred.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, an employee is regularly required to talk and hear; use hands or fingers to handle and feel; and frequent use of the telephone and computer while communicating with internal and external customers; requires manual dexterity and visual acuity to operate personal computer or other standard office equipment, job site inspections and investigations. Employee may sit for several hours each day but will also need mobility and ability to stand and walk continuously for long periods of time. Employee may seldom lift, push, or pull up to 50-100 pounds in the course of an investigation. Work may occasionally require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

This position will require the employee to perform strenuous work seldom, for extended periods of time, while performing some or all of the following:

- Wear a respirator (SCBA);
- Wear and/or carry over 50lbs of protective clothing/equipment;
- Work in an overheated, extreme cold or wet environments;
- Work under adverse or stressful conditions.

## **WORK ENVIROMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The work area will encompass a wide variety of settings including: administrative duties in an office setting; occasionally works outside, in poor weather conditions, in hazardous traffic areas, in and around structures that may be hazardous and/or unstable, and under unfavorable or unsanitary conditions, which may include biohazards, air and blood-borne pathogens. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required.

## **SPECIAL REQUIREMENTS**

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.